



THE SCHOOL DISTRICT OF PHILADELPHIA

The School District of Philadelphia
Office of Curriculum and Instruction
T-4 - K-3 Social Studies Curriculum Writer and Reviewer 2023
Job Summary

K-3 Social Studies Curriculum Edit and Review: 2023

Position: Curriculum Writer and Reviewer

Salary: Extra-Curricular rate of \$41.07 per hour

Hours: 6-10 hours per week

Essential Functions:

As a curriculum reviewer and writer for K-3 for the Social Studies department, the main responsibility will be to collaborate with the Office of Curriculum and Instruction's Social Studies team to create and evaluate curriculum, scope and sequence, units, and instructional materials that align with the Common Core, PA Core Standards, College, Career, and Civic Life (C3) Framework for Social Studies State Standards, and Learning for Justice's Social Justice Standards. The curriculum you will edit and review will address essential questions related to language, culture, identity, the natural world, power dynamics, morality, and human rights, all tailored to the K-3 age group. It is essential to incorporate interdisciplinary instructional methods to make the content accessible and engaging for young learners. This position requires a commitment of up to 10 hours per week as you work collaboratively with the team and participate in 60 minute collaborative planning sessions to ensure that the K-3 Social Studies curriculum is aligned with district goals and accessible for all students.

Essential Duties and Responsibilities:

Your responsibilities as a curriculum developer include, but are not limited to:

- Starting work from September 18, 2023, to December 31, 2023.
- Actively participating in weekly 60-minute collaborative planning sessions scheduled TBD
- Attending short virtual check-in meetings as requested by the Social Studies team.
- Creating and revising work as requested by the Office of Curriculum and Instruction.
- Meeting deadlines and proactively communicating with the Social Studies team in a timely manner
- Collaborating effectively with the Office of Curriculum and Instruction staff and other team members.
- Responding to communications from the Office of Curriculum and Instruction staff in a timely manner (within 24 hours).

Requirements:



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To qualify for this position, applicants must:

- Be fluent users of Google Docs and Google Drive.
- Have experience in identifying and/or designing curriculum and authentic performance tasks.
- Possess at least 2 years of teaching experience in a K-3 classroom.
- Hold a valid teaching certificate.
- Possess a deep knowledge and understanding of the Common Core Standards.
- Demonstrate effective communication skills and the ability to function as a constructive team member when working with peers and administrators.
- Be a regularly appointed School District of Philadelphia teacher.

Prerequisite Skills for K-3 Social Studies Curriculum Writer and Reviewer:

To effectively edit and review a curriculum centered around the completed units for Quarter 1 to 4, the curriculum writer and reviewer should possess the following prerequisite skills:

1. Knowledge of the developmental stages, cognitive abilities, and learning needs of children in the K-3 age range.
2. Research Skills
3. Critical Thinking
4. Curriculum Development
5. Interdisciplinary Approach
6. Cultural Competence
7. Pedagogical Strategies
8. Ethical Considerations

These prerequisite skills are necessary for the curriculum developer to be well-equipped to create an engaging and comprehensive curriculum that explores the provided topics, addresses essential questions, and fosters critical thinking, empathy, and understanding of complex social issues among young students.

Application Procedure

Interested applicants should submit the following to socialstudies@philasd.org

- Resume
- Cover Letter of intent that highlights how they meet the criteria in their submissions (citing lesson plans executed as it relates to this work), along with what they hope to gain from the experience.
 - *Please note:* If candidates are equal, system seniority will be used to make the final determination

[K-3 Social Studies Review Process](#)
